

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name Vacant		Division Community Forensic Partnerships		
Position No / Agency-Unit-Class-Serial 461-440-7620-00)		Unit CONREP Operations		
Class Title Consulting Psychologist		Location DSH-Sacramento		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input type="checkbox"/> No		CBID R19	Work Week Group: E	Pay Differential N/A
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the general direction of the Assistant Chief Psychologist of CONREP Operations, the Consulting Psychologist is responsible for monitoring the performance of Forensic Conditional Release Program (CONREP) programs and responsible for performing other functions related to policy. Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
50%	Serve as liaison to assigned service providers under contract with the Department and which provide forensic treatment and supervision to legal classes identified by statute; consult on complex program, policy, clinical and legal matters relating to the operation of programs; resolve contract compliance issues and case related problems with contractor's administrative and clinical leadership and line staff; monitor program performance using the Core Service Compliance Report 505, conduct routine site visits to ensure contractor compliance with department policies and procedures, gather and use data to support findings of program deficiencies and monitor contractor plan to resolve deficiencies. Will assist in the negation of new contracts and contract renewals, and outreach to program or county stakeholders in order to support the Department's efforts towards statewide expansion of CONREP step-down programs.			
25%	Act as the liaison from CONREP Operations to assigned state hospital(s) in order to resolve issues regarding hospital referrals to CONREP's continuum of care, placement and re-hospitalization; track hospital referrals and provide timely updates to Operations and hospitals in order to prevent barriers to timely placement; schedule case consultations per office procedure in order to resolve differences of opinion between the CONREP Responsible and the hospital treatment teams; assist in developing recommendations for resolution; coordinate with CONREP Operations liaison staff to identify and resolve issues			

	impacting both CONREP and the state hospitals. The incumbent will attend and participate in other meetings and perform functions as required, including collaboration meetings and other meetings relevant to the CONREP Referral Process implementation, in order to support the overall mission of the division and department.
15%	Review and provide both verbal and written response to Special Incident Reports (SIRs) according to CONREP Operations Policy and Procedure and review whether information provided is complete and complies with CONREP policy, evaluate supplemental historical and clinical data; evaluate and make recommendations regarding the program's handling of the incident and make follow-up reviews as needed to monitor program's adjustments in response to the incident.
10%	Serve as the lead in developing program policy, using data and input from a variety of sources to support need for policy development; review and recommend approval/disapproval or negotiate alternatives to CONREP Core Service Waivers; conduct analysis of forensic legislation; draft response to letters or inquiries and controlled correspondence; involvement in planning and developing training, organize program reviews as scheduled by management. Performs independent research and participates in the development of research papers and journal articles related to the CONREP patient population, including effectiveness, outcomes, and recidivism trends.
Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials that may be explicit or graphic in nature and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>The majority of the essential functions of this position may be performed via telework and/or flexible scheduling in accordance with DSH PD 5338. Although the ability may be granted, incumbent must be available to report to in-person mandated trainings and essential meetings.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p>

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date